

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman, Patrick Moynihan, Jr., Vice-Chairman
Patrick Buckley, Bernie Erickson, Erik Hoyer,
Tom Sieber, John Van Dyck

EXECUTIVE COMMITTEE

Monday, October 7, 2019

5:30 p.m., or immediately following

Joint Ed & Rec and Executive Committee Meeting

Room 200, Northern Building

305 E. Walnut St., Green Bay

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION
ON ANY ITEM ON THE AGENDA.**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of September 9, 2019.

Comments from the Public.

Appointment of Citizen Member to Citizens Redistricting Advisory Sub-Committee

1. Appointment of Daniel O. Theno by Chair Lund to the Citizens Redistricting Advisory Sub-Committee.

Review Minutes of:

2.
 - a. Benefits Advisory Committee (July 26, 2019).
 - b. Citizens Redistricting Advisory Subcommittee (September 30, 2019).

Legal Bills

3. Review and Possible Action on Legal Bills to be paid.

Communications

4. Communication from Supervisor Deslauriers re: Pertaining to Brown County Open Records.
Because the 2009 Records Retention 'Schedule A' in Brown County Ordinances does not specifically itemize if or how modern forms of communication are saved, I am requesting that Corporation Counsel draft a summary document that will specifically state how Brown County captures and retains emails, text messages, phone call records, videos, and meeting recordings. I am requesting that this summary be presented at the County Board Meeting and be published on the Brown County website.
Please include links to any policies that obligate employees and elected officials to use County owned infrastructure and devices, how open record requests are handled when County infrastructure or devices are not used for official business, and clarification on how the County captures and safeguards records that are deleted by the participant prior to the time frame specified by the records retention 'Schedule A'.
Action at August Executive Cmte: To refer to Corporation Counsel for review and recommendation and bring back results at the regularly scheduled October Executive Committee meeting.

Internal Auditor

5. Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans' Recognition Subcommittee Budget Status Report (Unaudited) – August 2019.
6. 2019 Audit Plan (Status Update).

Corporation Counsel

7. Oral Report.

Budget Adjustments

8. Budget Adjustment Request (19-073) – Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
9. Budget Adjustment Request (19-074) – Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriate.
10. Budget Adjustment Request (19-085) – Reallocation between two or more departments, regardless of amount.
11. Budget Adjustment Request (20-001) – Any increase in expenses with an offsetting increase in revenue.

Resolutions & Ordinances

12. Resolution Regarding Table of Organization Change for the District Attorneys' Office Victim/Witness Assistant Program Specialist Positions.
13. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division – Youth Support Specialist.
14. An Ordinance to Create Chapter 44 of the Brown County Code of Ordinances Entitled "Lobbyist Requirements".
15. An Ordinance to Amend Subsection 2.04(2)(A) of Chapter 2 of the Brown County Code of Ordinances (Standing Committee Consecutive Term Limits).

Department of Administration & Human Resources

16. Director of Administration and Human Resources Oral Report.

County Executive – No Report.

Closed Session

17. Potential Intergovernmental Agreement for Employee Parking.
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., for deliberating or negotiating and conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, regarding potentially entering into an Intergovernmental Agreement for Employee Parking.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of deliberating or negotiating and conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, regarding potentially entering into an Intergovernmental Agreement for Employee Parking.
 - c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding potentially entering into an Intergovernmental Agreement for Employee Parking.
18. Labor Negotiation Strategies Regarding Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., for conducting other specified public business whenever competitive or bargaining reasons require a closed session, in particular, regarding Labor Negotiation Strategies Regarding Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.

- b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of conducting other specified public business whenever competitive or bargaining reasons require a closed session, in particular, regarding Labor Negotiation Strategies Regarding Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.
- c. Reconvene into Open Session: The governmental body shall reconvene into open session for possible voting and/or other action regarding the Sheriff's Department Non-Supervisory Employees 2020 Labor Agreement.

Other

- 19. Such other matters as authorized by law.
- 20. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY
EXECUTIVE COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, September 9, 2019 in Room 200 of the Northern Building, 305 E. Walnut Street, Green Bay, WI.

Present: Chair Lund, Supervisor Erickson, Supervisor Sieber, Supervisor Hoyer, Supervisor Van Dyck, Supervisor Buckley
Excused: Supervisor Moynihan
Also Present: Supervisor Tran, Supervisor Borchardt, Supervisor Lefebvre, Supervisor Landwehr, Senior HR Generalist Kara Navin, HR Generalist Jen Scharnweber, Internal Auditor Dan Process, Josh Swanson (Schenck), Corporation Counsel David Hemery, Director of Administration Chad Weininger and Director of Finance Bradley Klingsporn.

I. Call meeting to order.

The meeting was called to order by Chair Tom Lund at 5:30 pm.

II. Approve/modify agenda.

Motion made by Supervisor Sieber, seconded by Supervisor Van Dyck to move Items 7, 12, 13, 14, 15, 16 and 17 to follow *Comments from the Public*. Vote taken. **MOTION CARRIED UNANIMOUSLY**

III. Approve/modify Minutes of August 12, 2019.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public. None.

Although shown in the proper format here, Items 7, 12, 13, 14, 15, 16 and 17 were taken at this time.

1. Review Minutes of: (None)

Legal Bills

2. Review and Possible Action on Legal Bills to be paid.

Motion made by Supervisor Erickson, seconded by Supervisor Hoyer to pay the legal bills. Vote taken.
MOTION CARRIED UNANIMOUSLY

Communications

3. Communication from Supervisor Buckley re: Get a copy of the prospectus used to sell the naming rights to the new expo. Also an updated list of who has been given the presentation and the results. *Referred from August County Board.*

Director of Administration Chad Weininger informed this Item was taken up at the last Ed and Rec Committee meeting and it was decided that Ken Wachter of PMI would be invited to the next Ed and Rec meeting to do a presentation.

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Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to receive and place on file. Vote taken.
MOTION CARRIED UNANIMOUSLY

4. **Communication from Supervisor Buckley re: Updated accounting of the ¼% sales tax collected and how it's going to be spent. *Referred from August County Board.***

Weininger informed that he does have all that information in detail, however, upon the advice of Corporation Counsel this should not be discussed in open session. Supervisor Sieber asked if that information would be able to be released at the next meeting and Weininger said it likely would.

Van Dyck commented that he can see holding this, but this is public information and he does not feel we need a closed session. The tax has been already been collected. Lund said we can have a full presentation on this after the lawsuit is over. Weininger reiterated there is a full accounting of all of the tax collected, it is just a matter of presenting it.

Motion made by Supervisor Sieber, seconded by Supervisor Van Dyck to hold until the October Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

5. **From Supervisor Tran: For Corporation Counsel to draft an ordinance for consideration at Executive Committee for the following:**
- a) **No Supervisors may serve more than two consecutive terms as chairperson of a standing committee.**
 - b) **Supervisor members of standing committees shall be selected at random. *Referred from August County Board.***

Corporation Counsel David Hemery informed he has reviewed the Code and any sections that would be affected by either of these directives have been compiled and are in the agenda packet with the changes that would be necessary shown in red.

With regard to supervisory members of standing committees be selected at random, one standing committee that would be greatly affected by that would be the Executive Committee. It would be easier to do random selections on the other standing committees, although there are only 26 supervisors and if there are 5 members on each standing committee, some supervisors would have to serve on more than 1 committee. The Board would also have to decide if they want to keep Executive Committee the way it is or have it randomly selected. If so, once all 26 supervisors were randomly selected, there would still be 4 more supervisors needed to fill out the committees. Lund said supervisors would have to volunteer for an additional committee and then if there are more than 4 volunteers, than those would have to be randomly selected. Hemery said before we go too far into the actual processes, he mainly wanted to point out to the Committee what sections of the Code would be affected and how it could be done and if the Committee wants to move forward, he can then delve further into suggestions for random processes.

Van Dyck recalled last time this was discussed he felt there were some things within the proposal to consider. He will not support random selection because he does not feel it is the right way to run things. He feels some supervisors have expertise in certain areas and choose their committees accordingly. Further, random selection presents a major problem in continuity when there could be complete turnover of a committee every two years. He will not support this if random selection is included. He feels there is some benefit to having people serve on multiple committees instead of being on the same committee for a number of years. Van Dyck suggested making this simple by saying a supervisor cannot serve on the same committee for x number of years, say 3 consecutive terms. Then a supervisor could serve on another committee for a few terms and then could potentially be reassigned to the original committee. This would also mean that a supervisor could only be the chair of a committee for 6 years. This would take all of this and hone it down and would also provide for turnover on the committees and potential turnover of the chairman every 6 years and he feels this may get to what Tran is seeking.

Supervisor Hoyer said it would not be the worst thing if you get 6 new people on a committee every term. Tran mentioned that it may difficult to keep track of how many years someone has been on a committee. Lund feels Board staff can do a very good job of who is serving on the Committees so that would not be a

problem. Van Dyck indicated we would also have to look at implementation practice to see when we would want to start doing this; whether it be with the current term or the next term but he does not want to go back any further than the current term.

Sieber feels it is good to limit not only the chairmanship, but also the length of time a supervisor can be on a committee as this allows supervisors to gain more perspective through the county and it forces them to dive more into issues that they have not dealt with. Although you may lose some background, this would also allow some fresh perspective to issues. He said supervisors can meet with all the department heads on the committee they are selected to to get up to speed on the departments and their issues. He likes the idea of having people move around the different committees and he would support this.

Discussions continued with regard to Executive Committee and if that should be excluded from the random selection. It was the consensus of the committee to exclude the Executive Committee from the random selection. It was noted that the Board Chair and the Vice chair are selected by the membership every 2 years, so if the membership wants to get rid of someone because they have been on too long, they would not vote them in. Hemery said if the same County Board Chair is in place for more than 6 years, the current provisions say the Chair shall be on Executive Committee and this would have to be changed. Lund suggested this apply to standing committees, excluding Executive Committee. The committee came to the consensus that they would like this written that no supervisor may serve on the same committee for more than 3 consecutive terms, except Executive Committee. Tran feels that 3 terms is too long.

Supervisor Landwehr looks at this from the checks and balances standpoint. There are individuals on the Board who have history, knowledge and life experiences in certain areas and that generally leads them to their committee interest. If the committees are selected randomly, the checks and balances would be lost and a lot of power would be given up to the administration. He is strongly opposed to random selection. With regard to the 3 term limit, Landwehr feels this could be better handled if the County Board Chair at the time would be more open to do more moving around on committees instead of letting everyone who has been on a certain committee for a number of years have first shot of staying on the committee. He would like to see a little shuffling by the Board Chair, but not total randomness.

Supervisor Lefebvre asked if it would work to have all supervisors serve on 2 committees. They could be randomly selected for 1 committee and then get to pick the second one. Lund said that would not work as it is only necessary to have 1 of the supervisors serve on more than 1 committee.

Tran asked if the current term would be considered the first term. The committee agreed that the current term would be the first term that would count to the 3 consecutive terms.

Motion made by Supervisor Van Dyck, seconded by Supervisor Sieber to refer back to Corporation Counsel to make the following changes: Supervisors are limited to serving 3 consecutive terms on the same committee and the 3 consecutive terms are effective beginning with the current term. Vote taken. Ayes: Van Dyck, Sieber, Hoyer, Lund Nay: Erickson MOTION CARRIED 4 TO 1

6. **Communication from Supervisor Van Dyck re: Draft a resolution to sell parcels HB-1424, HB-775, part of HB-764-1, part of HB-754, part of HB-755 and part of HB-749 on or before October 17th. *Referred from August County Board.***

Van Dyck informed these parcels are in addition to what was identified previously and he would like them added to the list. It was also noted that the Resolution should state on or *after* October 17.

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to have Corporation Counsel draft a resolution for presentation at the next County Board meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Internal Auditor

7. Presentation of the 2018 Comprehensive Annual Financial Report (CAFR) and Management Communications by Josh Swanson, CliftonLarsonAllen (formally Schenck, SC.) *Note: Reports to be distributed at meeting.*

Josh Swanson of CliftonLarsonAllen introduced himself to the Committee and reported on some of the information contained in the Comprehensive Annual Financial Report (CAFR) and Management Communications.

CAFR:

-Page 7 – This is the independent auditor's report and describes management's responsibility for the financial statements which is to present the financial statements. The auditor's responsibility is to express an opinion regarding the financial statements. The opinion is that the financial statements are presented fairly in all material respects. That means the auditors would not materially change any of the financial statement numbers, all of the required footnote disclosures are represented and everything is recorded in accordance with generally accepted accounting principles. This is a clean opinion and is the best result you can get from an audit.

-Page 8 – There has been a change in accounting principle. The county did implement a new GASB standard related to OPEB. There is not a material individual county plan; this is the participation in the life insurance plan with WRS. This is about a \$3.5 million dollar adjustment that the county did not have before.

-Pages 9 – 21 – These pages are the management's discussion and analysis. They give a good understanding of the financial statements and touch on the high level of the significant accounts.

-Page 22 – This is the statement of net position as of December 31, 2018. This document shows all of the long term assets and liabilities of the county. Differences from last year include that there is a net pension asset which previously was a net pension liability. This is the county's participation in WRS and the asset is due primarily to favorable market returns. Long term debt obligations decreased and the general obligation debt went down about \$11 million dollars this year and is anticipated to continue to decrease \$10 – \$12 million dollars a year moving forward. The total net position shows primarily net investment capital assets of \$285 million dollars, which is a pretty heavy, significant portion of the net position, net investment in the county.

Management Communications:

-Page 1 – This goes into a little more detail about what an audit is and how the auditors sample. They also look at internal controls and compliance. Because the county spends more than \$750,000 they are subject to a federal single audit and they are wrapping that up, but there were not any significant issues with that portion of the audit.

-Page 3 – This is bullet points of some of the more significant estimates embedded within the financial statements such as useful life of capital assets, participation in WRS and incurred but not reported liabilities. All of these items are subject to estimates and Swanson noted actual results may differ from the estimates.

-Pages 5 – 8 – These focus on the general fund, fund balance and all of the different classifications. Charts show the trends over time. One of the key numbers is the unassigned fund balance and that has not changed significantly in recent years.

-Pages 9 – 15 – These pages focus on the enterprise funds and there is nothing unusual or significant in this year's numbers.

-Page 16 - Swanson noted that the health insurance fund had a positive increase change of about \$700,000 in the net position this year.

-Page 17 – There has been a new accounting standard for leases as shown. The Airport will see the biggest impact but the operating leases and capital leases are all rolled into one and the full value of the leases get recorded on the balance sheet.

Supervisor Van Dyck said he appreciates the review, but because this was just received by the Committee this evening, he asked if this can be held until the next meeting or if a motion can be made to refer to the full County Board. Internal Auditor Dan Process noted that he did send these documents to the supervisors electronically last week. Van Dyck feels that approving this at this meeting is approving it as is but nobody has had a chance to review it.

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Motion made by Supervisor Van Dyck, seconded by Supervisor Sieber to refer to the full County Board for approval. *Motion withdrawn; no vote taken.*

Motion made by Supervisor Van Dyck, seconded by Supervisor Sieber to hold until the October Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

Internal Auditor Dan Process noted that in the future he will not schedule a review of the CAFR and Management Communications until the month following distribution of the documents to the Supervisors.

Sieber said these documents contain a lot of good information and he feels having Swanson do a presentation on this at the County Board would be a good idea.

8. **Board of Supervisors Budget Status Financial Report (Unaudited) & Veterans' Recognition Subcommittee Budget Status Report (Unaudited) – July 31, 2019.**

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. **Status Update: August 1 – August 31, 2019.**

Process talked about the proposed 2020 audit and work plan and said it is based on feedback he received from administration and supervisors. The projects listed are not necessarily listed in order and Sieber asked if Process was thinking he could get all of the projects done. Process responded that the one dealing with financial system access may take quite a bit of time, but some of the other projects will likely take much less time. He noted changes to this plan can be made throughout the year based on recommendations of this Committee.

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Corporation Counsel

10. **Discussion and Possible Action regarding Lobbyist Ordinance (copy to be handed out at meeting).**

Hemery provided a copy of the proposed Ordinance, a copy of which is attached. He summarized that previously there was a more expansive proposal that included the county establishing a registration process for lobbyists. After discussing this, a compromise was reached that anyone who is already required to register as a lobbyist with the State or City of Green Bay would have to identify themselves as a lobbyist and state the issue and organization they are lobbying on behalf of prior to speaking to a Brown County elected or appointed official, board or committee. This language is set out in the handout. This would take the entire burden of developing and implementing a registration process off of Corporation Counsel and the County Clerk.

Motion made by Supervisor Erickson, seconded by Supervisor Sieber to approve. *Motion withdrawn, no vote taken.*

Tran said the other intention of this was to have some sort of verbiage on every agenda that would state per the ordinance anyone who is a lobbyist needs to identify themselves and failure to comply would result in a fine or some other forfeiture. This could be listed right above the *comments from the public* item on the agendas and, in addition, the Committee Chair or Board Chair could read the language to be sure that everyone is aware of it. Erickson noted that not everyone who wants to address a committee speaks under comments from the public; often the floor is opened during a particular item to allow people to speak.

Tran recalled that a number of people spoke previously regarding the marijuana issue, some of whom were lobbyists, but only one person identified them self as such. Not all average people who care about the community know who the lobbyists are. She wants it to be known to the public before they speak that they need to disclose if they are a lobbyist.

Hemery reiterated the ordinance would be a law that requires anyone who is registered with the State or City as a lobbyist would need to disclose that they are a lobbyist, what the issue is and who they are lobbying for before speaking with public officials at committees or board meetings. Tran understands this, but questions how someone would know that there is a county ordinance on this. Lund and Erickson both noted that just because someone is required to disclose that they are a lobbyist does not mean they will do it. Hemery said that is where the enforcement part comes in. The ordinance states that if there is an alleged violation it will be referred to Corporation Counsel along with supporting evidence.

Lund suggesting posting something on the screens in the council chambers before the Board meetings that say lobbyists who are registered with the City or State must identify themselves. He does not think many lobbyists come to Committee meetings. Hoyer suggested that Committee chairs could ask those who wish to speak at Committee meetings if they are a lobbyist at the same time they are asked for their name and address. Tran noted that not all chairs may want to do this and that concerns her.

Van Dyck said he does not have a problem with this, but he will not vote in support of it because he does not like the reference to the City of Green Bay because maybe the City of De Pere or the Village of Ashwaubenon or some other municipality may have an ordinance that we are not following. Hemery commented that an alternative to deleting reference to the City of Green Bay would be to add language that says *City or Green Bay or any other municipality in Brown County*. Hemery said individuals that lobby the county are much more likely to meet the City of Green Bay requirements than they are to meet the State of Wisconsin requirement which are written more towards individuals that lobby state officials. Striking the City of Green Bay would gut the ordinance. Van Dyck suggested that language say *State of Wisconsin or any municipalities located in Brown County*.

Hemery suggested there be a place on the forms filled out at County Board by those who wish to address the Board to indicate if they are a lobbyist instead of putting this up on the screens. This could also be done at the committee level. That way there would be a record of a violation.

Motion made by Supervisor Van Dyck, seconded by Supervisor Sieber to amend the Ordinance by striking reference to *City of Green Bay* and replacing with *any other municipality in Brown County* and include ordinance language regarding a check the box form and bring back to Executive Committee. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Oral Report.

Hemery informed oral arguments took place at the end of August on the tax lawsuit and went well and he expects a decision sometime this month. Lund asked if any other counties joined Brown County on this. Hemery responded that there was an amicus brief from WCA and DOR was also joined as an involuntary third party defendant because they administer the tax code, but they did not really take a position for or against other than to say it would be extremely difficult to fashion any sort of remedy regarding this should the Court rule against Brown County. Hemery declined talking further about the tax lawsuit until the decision is received from the Court.

Hemery also talked briefly about the Securis issue and said both sides agreed to mediation and a mediator has been selected. The mediation will take place later in September and he will keep the Committee advised of the status of this.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Budget Adjustments

12. Public Works - Budget Adjustment Request (19-073): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.

Motion made by Supervisor Sieber, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

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13. **Public Works - Budget Adjustment Request (19-074): Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.**

Motion made by Supervisor Erickson, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions & Ordinances

14. **Resolution to Approve Electric and Gas Line Easement Regarding the Fox River State Trail.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Resolution to Approve Underground Telecommunication Easement Regarding Mountain Bay Trail.**

Motion made by Supervisor Van Dyck, seconded by Supervisor Erickson to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. **Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division Account Clerk I Position.**

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. **Resolution Regarding Table of Organization Change for UW Extension – Add Hours for LTE After School Instructors.**

Motion made by Supervisor Erickson, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

18. **An Ordinance to Strike Subsections 3.01 (3) and (4) of Chapter 3 of the Brown County Code of Ordinances (Strike Prevailing Wage Law Language).**

Hemery informed that counties used to be required to pay prevailing wages on certain public works projects in excess of \$25,000, but this has now been repealed. The county could possibly pass an ordinance setting forth what we would pay, but the county cannot comply with the prevailing wage language. Weininger informed this came about because our responsible bidder ordinance that was passed was sent out along with our purchasing ordinance to some parties and they came back saying the portion regarding the prevailing wage was not legal and this ordinance was drafted to delete that.

Supervisor Buckley arrived at 6:33 pm.

Sieber expressed concern about cut rate contractors, but Hemery and Lund said that is all addressed in the responsible bidder ordinance that sets forth all the requirements. Sieber will vote against this tonight so he can review the responsible bidder ordinance.

Motion made by Supervisor Erickson, seconded by Supervisor Van Dyck to approve. Vote taken. Ayes: Erickson, Van Dyck, Lund, Hoyer, Buckley Nay: Sieber. MOTION CARRIED 5 to 1

19. **An Ordinance to Amend Subsections 4.155 (2) and (3) of Chapter 4 of the Brown County Code of Ordinances (Benefits Advisory Subcommittee).**

Hemery said this ordinance has been amended at the request of the Benefits Advisory Committee to clean up the language to be more consistent with their current situation. Small changes were made and the proposed changes are highlighted.

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Motion made by Supervisor Van Dyck, seconded by Supervisor Sieber to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

- 20. Resolution Regarding Table of Organization Change for the Human Resources Department – Deletion and Addition of Positions.**

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Senior HR Generalist Kara Navin introduced herself and thanked the Committee for their support. HR Generalist Jen Scharnweber introduced herself as well and also thanked the Committee for their support.

Department of Administration & Human Resources

- 21. Discussion and possible action re: Employee parking downtown.**

Weininger informed this can be received and placed on file as he has not heard back from the City on this.

Motion made by Supervisor Hoyer, seconded by Supervisor Sieber to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

- 22. Director of Administration and Human Resources Oral Report.**

Weininger reported administration is finishing up the budget and they should have the final numbers later in the week.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

County Executive – No Report.

Other

- 23. Such other matters as authorized by law. None.**

- 24. Adjourn.**

Motion made by Supervisor Sieber, seconded by Supervisor Hoyer to adjourn at 6:39 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Administrative Specialist

DANIEL O. THENO
621 Schwartz St.
Green Bay, WI 54302
(920) 857-9832 / dan.theno@gmail.com

PROFESSIONAL EXPERIENCE

UNITED STATES CENSUS BUREAU, Chicago, IL

2009, Partnership Specialist

- Served as liaison between the Census Bureau and local governments in Wisconsin

HORSEMEN'S BENEVOLENT AND PROTECTIVE ASSOCIATION, Grove City, OH

2001-2007, Executive Director

- Oversaw all aspects of the administration of a statewide trade association
- Implemented membership education and public relations programs
- Managed budget and investment business functions

DEERFIELD TOWNSHIP, Loveland, OH

1999-2001, Administrator of Economic Development and Community Relations

- Served as Assistant Administrator
- Carried out community relations functions
- Conducted economic development and community planning functions

FORT HOWARD/ FORT JAMES CORPORATIONS, Green Bay, WI

1991-1998, Manager of Government Relations

- Lobbied before Congress and five state legislatures
- Monitored and analyzed local, state and national policy developments
- Served as corporate liaison with outside organizations and other businesses

STATE OF WISCONSIN, Madison, WI

1989-1991, Director of Intergovernmental Relations/ Administrator of State and Local Finances (two separate agencies)

- Developed cooperative policy initiatives with local and national governments
- Administered state aid programs to local governments and school districts
- Supervised statewide equalization and grant programs

CITY OF ASHLAND, Ashland, WI

1986-1989, Mayor

- Served as full-time chief executive of a municipal government
- Managed budget and finance and supervised departments and staff
- Oversaw economic development and community improvement initiatives

WISCONSIN STATE SENATE, Madison, WI

1972-1986, State Senator

- Analyzed and proposed state public policies
- Conducted public information and media relations functions
- Decided support or opposition to state legislative proposals

OREGON SCHOOL DISTRICT, Oregon, WI

1969-1972, Vocational Agriculture Instructor

- Served as educator in agriculture, conservation and mechanics

Dan Theno
621 Schwartz Street
Green Bay, WI 54302
(920) 857-9832/ dan.theno@gmail.com

September 30, 2019

Supervisor Tom Lund
County Board Office
P.O. Box 23600
Green Bay, WI 54305

Dear Supervisor Lund:

I would be happy to serve on your advisory committee on redistricting. For the past two years I have been giving addresses throughout Wisconsin on the topic of re-districting reform on behalf of the Fair Elections Project. Additionally, as a member of the Wisconsin State Senate at the time, I served on the Senate Select Committee on Re-Districting after the 1980 Census. More recently I was the Regional Partnership Specialist with the United State Census Bureau.

I served four terms in the Wisconsin State Senate, was Mayor of my home town of Ashland and ran two state agencies during the Administration of Governor Thompson. I also was the Manager of Government Affairs for the former Fort Howard Corporation of Green Bay and represented that company and its successor before the national Congress and five state legislatures in the Midwest (IN, OH, IL, MI and WI).

I currently am semi-retired, but continue my public service as Chair of the Green Bay Neighborhood Leadership Council, Vice-Chair of the Green Bay Traffic, Bicycle and Pedestrian Commission and President of the Oak Grove Neighborhood Association. I also do campaign consulting through my company, Winning Local Elections, and have written a book (Amazon.com) of the same title. My career profile is attached.

If I can be of service to you and the County Board, please contact me at your convenience.

Sincerely,

Dan Theno

President, Winning Local Elections LLC; Chair, Green Bay Neighborhood Leadership Council; Vice-Chair, Green Bay Traffic, Bicycle and Pedestrian Commission; Past Chair, Home and Life Workshops; President, Oak Grove Neighborhood Association; Statewide speaker for the Fair Elections Project; Mentor for Professionals; Garden designer

1

PROCEEDINGS OF THE BROWN COUNTY
BENEFITS ADVISORY COMMITTEE

Pursuant to Section 19.84, Wis. Stats., a regular meeting of the Brown County Benefits Advisory Committee was held on Friday, July 26, 2019 at 1:30 pm in Room 650 of the Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

PRESENT: Jill Bomkamp, Lisa Conard, Mandy Leonard, Sherry Officer, Louise Pfotenhauer, Erik Pritzl, Dan Process, John VanderLeest, Janelle Walton, Chad Weininger, David Hemery and Supervisor Megan Borchardt.

EXCUSED: n/a

1. **Call meeting to order.**

The meeting was called to order by Chair Louise Pfotenhauer at 1:31pm.

2. **Roll Call.**

Roll call was taken.

3. **Approve/Modify agenda.**

Motion made by Supervisor Borchardt, seconded by Erik Pritzl to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. **Approve/Modify Minutes from June 27, 2019.**

Motion made by Sherry Officer, seconded by Supervisor Borchardt to approve. Vote taken. **MOTION CARRIED UNANIMOUSLY**

5. **Closed Session: Conducting Public Business – Employee Health Insurance Negotiation Results and Strategy for 2020.**

- a. **Open Session: Motion and Recorded Vote** pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e., for conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the results of negotiations with various health insurance companies for the 2020 plan year in order to develop competitive future negotiation strategies for employee health and prescription benefits.
- b. **Convene into Closed Session:** Pursuant to Wis. Stats. Sec. 19.85(1)(e), the governmental body shall convene into closed session for purposes of conducting specified public business, whenever competitive or bargaining reasons require a closed session, in particular, to discuss the results of negotiations with various health insurance companies for the 2020 plan year in order to develop competitive future negotiation strategies for employee health and prescription benefits.
- c. **Reconvene into Open Session:** The governmental body shall reconvene into open session for possible voting and/or other action regarding the results of negotiations with various health insurance companies for the 2020 plan year and competitive future negotiation strategies for employee health and prescription benefits.

Motion made by Supervisor Borchardt, seconded by Janelle Walton to go into closed session. Vote taken. **MOTION CARRIED UNANIMOUSLY**

Motion made by John VanderLeest, seconded by Sherry Officer to return to open session. Vote taken. **MOTION CARRIED UNANIMOUSLY**

No action taken.

6. **Schedule next meeting.**

Next meeting scheduled for Thursday, September 12, 2019 at 10:00am.

7. **Adjourn.**

Motion made by John VanderLeest, seconded by Erik Pritzl to adjourn at 2:30pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Dan Process
Secretary

Citizens Redistricting Advisory Subcommittee
Monday, September 30, 2019
Meeting Minutes

- I. Chair Linssen called meeting to order at 6:00 p.m. Present: T. Sieber, P. Parish, T. Lund, C. McCutcheon, and H. Rodriguez. Excused: R. Davis.**
- II. Motion to approve the minutes of July 23, 2019 meeting made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.**
- III. Motion to approve the agenda made by T. Lund. Seconded by H. Rodriguez. Motion carried unanimously.**

Comments from the Public: None.

- 1. Discussion and Adoption of Proposed Ordinance to send to Public Hearing for Comment.

Linssen read through the proposed ordinance by sections.

Motion to change the language from “be affiliated” to “must not be a dues paying member of a political party” in Section 3 made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.

Motion to change the language from “be affiliated” to “be a dues paying member of a political party” in Section 4 made by T. Lund. Seconded by T. Sieber. Motion carried unanimously.

Motion to add clarification in Section 4 made by T. Sieber. Seconded by T. Lund. Motion carried unanimously.

Motion to change the language from “to enhance the participation of members of racial or language minority groups in the political process and their ability to elect representatives of choice” to “as defined in the WI Legislative Reference Bureau 2020 Redistricting Guide” in Section 5 made by P. Parish. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to include clarification by adding “in no particular order” in Section 5 made by C. McCutcheon. Seconded by T. Lund. Motion carried unanimously.

Motion to take out the numbering and include bullet points made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to take out the word “a” in Section 7 made by C. McCutcheon. Seconded by T. Sieber. Motion carried unanimously.

Motion to take out “vote on and” in Section 7 made by P. Parish. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to change the language from “Citizens Drafting Committee” to “Citizens Drafting Committee’s” in Section 8 made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

Motion to add the word “a” in Section 9 made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to change the language from “ethics sanctions and/or removal from office” to “referral to Ethics Committee” in Section 10 made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

Motion to change the language from “may” to “will” in Section 10 made by T. Lund. Seconded by H. Rodriguez. Motion carried unanimously.

Motion to approve the Proposed Ordinance to send to Public Hearing for Comment with the above changes made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

2b

2. Discussion and Adoption of Proposed Resolution to send to Public Hearing for Comment.

Linssen read through the proposed resolution by sections.

Motion to change the language in Section 2 made by T. Lund. Seconded by T. Sieber. Motion carried unanimously.

Motion to add "the" in Section 2 made by T. Lund. Seconded by C. McCutcheon. Motion carried unanimously.

Motion to accept the Proposed Resolution to send to Public Hearing for Comment as modified made by T. Lund. Seconded by P. Parish. Motion carried unanimously.

3. Set date and time for Public Hearing on Proposed Resolution.

Motion to set the date and time for the Public Hearing on Proposed Resolution for Tuesday, October 29, 2019 at 6 p.m. made by T. Sieber. Seconded by P. Parish. Motion carried unanimously.

Motion to request the Executive Committee to request a representative from the Corporate Council's or the WCA's office to attend the Public Hearing on Proposed Resolution made by T. Sieber. Seconded by H. Rodriguez. Motion carried unanimously.

4. Such other matters as authorized by law.

Next meeting tentatively scheduled for Tuesday, December 3, 2019 at 6 p.m.

5. Adjourn.

Motion to adjourn the meeting at 7:15 p.m. made by P. Parish. Seconded by T. Sieber. Motion carried unanimously.

ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE FOR October 7, 2019 MEETING				
LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
ATTY. GARY WICKERT	12W27	9/26/2019	\$ 3,495.75	Airport General
MICHAEL BEST	1655682	9/6/2019	\$ 4,970.23	Resource Recovery
Conway, Olejniczak & Jerry	13	8/31/2019	\$ 370.50	Public Works
VonBriesen	297365	9/12/2019	\$ 13,147.50	BCTPA
		Total ----	\$ 21,983.98	

GARY A. WICKERT, S.C.

Attorney and Counselor at Law
801 E. WALNUT • P.O. BOX 1656
GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
wicklaw@gbonline.com

September 26, 2019

RECEIVED BY**SEP 26 2019**Brown County
Corporation Counsel

Brown County Airport
P.O. Box 23600
Green Bay WI 54305-3600

Re: General Matters
Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
8/28	Review and revise letter/email to Marty Piette re: Turn Fee	.20
8/29	Review Johnson Controls agreement; Prepare revisions - Johnson Controls; Email to Sue Bertrand re: Johnson Controls; Phone conference with Rachel Engeler re: Johnson Controls	2.00
9/9	Email from Marty Piette re: Turn Fee	.15
9/10	Received and reviewed final contract re: GCR	.10
9/12	TNC/LYFT teleconference	.15
9/13	Review Frontier Addendum B; Phone conference with Sue Bertrand re: Frontier	.30
9/16	Review Frontier file including proposed Addendum; Email to Sue Bertrand re: Frontier; Review email/NEIS agreement; Email to Sue Bertrand re: NEIS	.50 1.00 .65
9/17	Review ScentAir agreement; Phone conference with Sue Bertrand re: ScentAir, Frontier, and elevator; Email to Rachel re: ScentAir	1.50
9/19	Email from Sue Bertrand re: Frontier Addendum B; Phone conference with Sue Bertrand re: Frontier and elevator inspection; Email to Marty Piette re: Airline Agreements	.35 .10
9/20	Review ATIS agreement; Letter to Sue Bertrand re: ATIS; Email from Marty Piette	1.00 .10
9/23	Submit ACI query re: percentage rent and MAG restaurant; Review current Airhost Lease; Review emails from Sue Bertrand re: Airhost extension; Review proposed Amendment to Airhost; Letter to Sue Bertrand re: Airhost; Phone conference with Sue Bertrand re: Airhost, etc.;	2.00 1.65

Page Two
September 26, 2019

9/23 Email from Rachel Engeler re: ScentAir
TOTAL HOURS:

.10
11.85

11.85 HOURS @ \$295.00 PER HOUR =

\$3,495.75

AMOUNT DUE ON ACCOUNT:

\$3,495.75

Thank you.
GAW:prn

O.K -
M. K.
9-26-2019

3



RECEIVED BY

SEP 20 2019

Brown County
Corporation Counsel

David Hemery, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Michael Best & Friedrich LLP

Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Remittance for Payments:

Michael Best & Friedrich LLP
PO Box 88462
Milwaukee, WI 53288-0462

Wire Transfer Instructions

Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date September 6, 2019
Invoice No. 1655682

Client/Matter **018236-0047 Fox River Fiber Sludge Disposal Matter**

For professional services rendered through August 31, 2019, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
8/7/19	I Pitz	Work on response to Fox River Fiber attorney regarding landfill siting.	1.50	\$ 787.50
8/19/19	I Pitz	Review client documents; legal research regarding Fox River Fiber dispute.	3.30	1,732.50
8/23/19	I Pitz	Review cases cited in Fox River Fiber's attorney's letter; begin drafting response to Fox River Fiber's letter.	1.20	630.00
8/24/19	I Pitz	Draft letter to Fox River Fiber attorney.	3.00	1,575.00
8/26/19	I Pitz	Teleconference with Dean Haen; revise and send letter to Attorney Long.	0.40	210.00
Total Hours and Services			9.40	\$ 4,935.00

Disbursements:

<u>Date</u>	<u>Description</u>	<u>Total</u>
8/24/19	Lexis - Legal Research	\$ 35.23
Total Disbursements		\$ 35.23

100.016.001.5716

3

Michael Best & Friedrich LLP
One South Pinckney Street, Suite 700
P.O. Box 1806
Madison, WI 53701-1806

Invoice 1655682
018236-0047
September 6, 2019
Page 2 of 2

Total Services	\$ 4,935.00
Total Disbursements	<u>35.23</u>

Total This Invoice	<u>\$ 4,970.23</u>
--------------------	--------------------

Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
8/7/19	1648590	\$ 1,207.50	\$ 0.00	\$ 1,207.50
9/6/19	1655682	4,970.23	0.00	<u>4,970.23</u>
Outstanding Due:				<u>6,177.73</u>

Outstanding Invoice Aging:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121+</u>
6,177.73	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	<u>9.40</u>	\$ 525.00	<u>\$ 4,935.00</u>
Totals		9.40		\$ 4,935.00

3

STATEMENT

*Law Firm of***CONWAY, OLEJNICZAK & JERRY, S.C.**

P.O. Box 23200

Green Bay, WI 54305-3200

PHONE 920-437-0476

FAX 920-437-2868

9/10/19

PAF

HB-6

100.016.001.5716

PAUL A. FONTECCHIO
 BROWN COUNTY PUBLIC WORKS DEPARTMENT
 2198 GLENDALE AVENUE
 GREEN BAY WI 54303-6405

ACCOUNT NO:
 STATEMENT NO:

Page: 1
 08/31/2019
 201815-025M
 13

PLEASE RETURN THIS PORTION WITH PAYMENT

BROWN COUNTY vs. WISCONSIN PUBLIC SERVICE CORP.
 PREVIOUS BALANCE

\$1,968.96

		HOURS	
08/01/2019			
JJR	E-MAIL CORRESPONDENCE WITH ATTORNEY THOMPSON RE: STATUS OF SETTLEMENT CHECK AND DRAFT RELEASE	0.10	
08/06/2019			
JJR	ATTENTION TO CORRESPONDENCE FROM ATTORNEY THOMPSON PROVIDING SETTLEMENT CHECK; DRAFT RELEASE AND STIPULATION FOR DISMISSAL; REVIEW SAME	0.80	
08/08/2019			
JJR	E-MAIL CORRESPONDENCE WITH CLIENT RE: RELEASE AND COMMENTS CONCERNING SAME	0.40	
	FOR CURRENT SERVICES RENDERED	1.30	370.50
	TOTAL CURRENT WORK		370.50
	BALANCE DUE		\$2,339.46

RECEIVED BY

SEP 10 2019

Brown County
 Corporation Counsel

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
 ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.

FFD 1 D # 18-1754187

3

100.016.001.5716.200

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: September 12, 2019
Invoice Number: 297365
Attorney: Andrew T. Phillips
Tax ID: 39-1576289

For Professional Services through August 31, 2019

Matter: BCTPA Litigation
Matter Number: 009948-00023

Total Fees	\$	<u>13,147.50</u>
Total Due This Invoice	\$	13,147.50

3

Time Detail

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
07/26/19	SLN		0.10	34.00
08/16/19	SLN		1.30	442.00
08/20/19	SLN		0.90	306.00
08/21/19	SLN		5.80	1,972.00
08/22/19	SLN		2.60	884.00
08/23/19	SLN		2.00	680.00
08/25/19	ATP		2.00	560.00
08/26/19	ATP		0.70	196.00
08/26/19	SLN		2.00	680.00
08/27/19	SLN		1.20	408.00
08/28/19	SLN		1.70	578.00
08/28/19	ATP		5.00	1,400.00
08/28/19	SLW		0.10	17.50
08/29/19	SLN		8.20	2,788.00
08/29/19	ATP		7.50	2,100.00

<u>Date</u>	<u>Initials</u>	<u>Description</u>	<u>Hours</u>	<u>Amount</u>
08/30/19	SLN		0.30	102.00
Total Fees			41.40	\$13,147.50

Timekeeper Summary

<u>Name</u>	<u>Timekeeper Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Sharon L. Wachowiak	Paralegal	0.10	175.00	17.50
Steven L. Nelson	Shareholder	26.10	340.00	8,874.00
Andrew T. Phillips	Shareholder	15.20	280.00	4,256.00
Total		41.40		\$13,147.50
Matter Total				\$13,147.50

Brown County
Attn: David Hemery
305 East Walnut Street
P.O. Box 23600
Green Bay, WI 54305-3600

Invoice Date: September 12, 2019
Invoice Number: 297365
Attorney: Andrew T. Phillips
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For Professional Services through August 31, 2019

Matter: BCTPA Litigation
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Total Fees \$ 13,147.50

Total Due This Invoice \$ 13,147.50



**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: _____

Agenda No. : _____

Motion from the Floor

I make the following motion:

Pertaining to Brown County Open Records

Because the 2009 Records Retention 'Schedule A' in Brown County ordinances does not specifically itemize if or how modern forms of communication are saved, I am requesting that Corporation Counsel draft a summary document that will specifically state how Brown County captures and retains emails, text messages, phone call records, videos, and meeting recordings. I am requesting that this summary be presented at the May County Board Meeting and be published on the Brown County website.

Please include links to any policies that obligate employees and elected officials to use County owned infrastructure and devices, how open record requests are handled when County infrastructure or devices are not used for official business, and clarification on how the County captures and safeguards records that are deleted by the participant prior to the time frame specified by the record retention 'Schedule A'.

Signed: _____

District No.: _____

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

4

Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
08/31/19

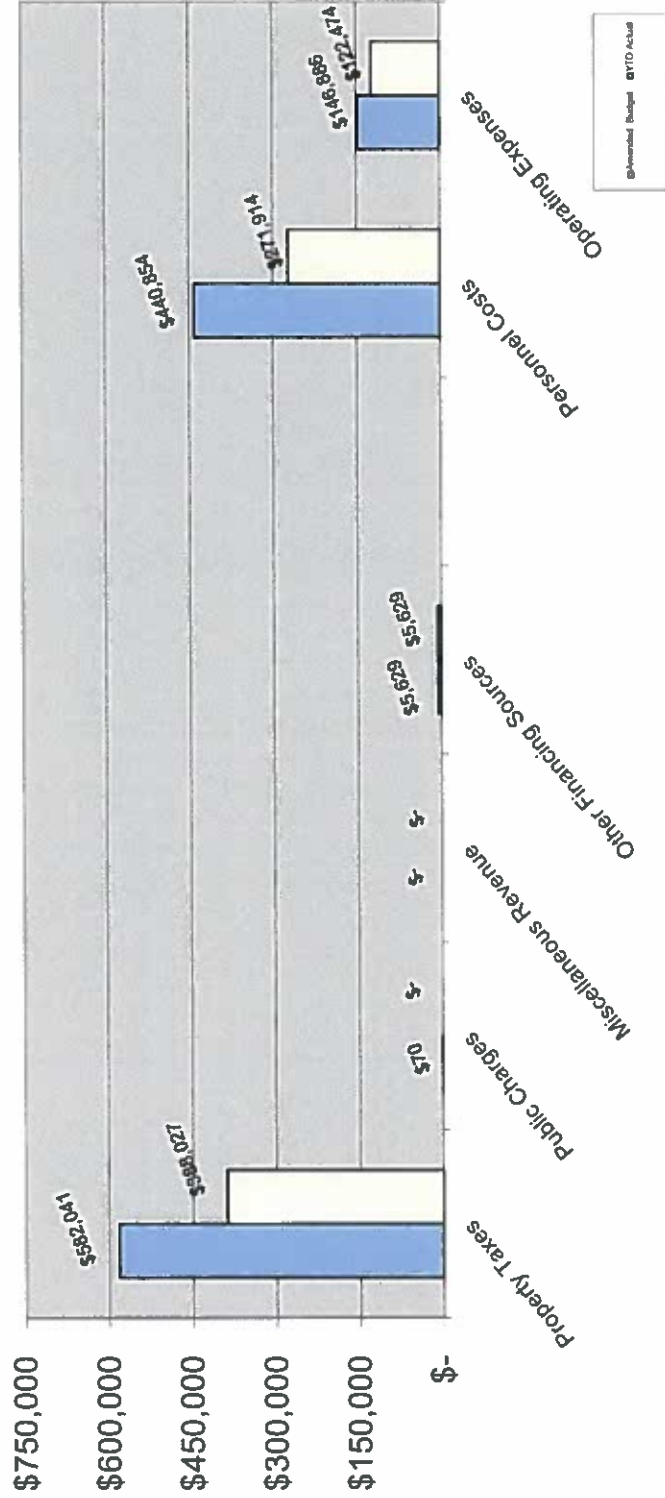
	Amended	YTD	YTD	Comments:
	Budget	Actual	Percentage	
Property Taxes	\$ 582,041	\$ 388,027	66.7%	
Public Charges	\$ 70	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ 5,629	\$ 5,629	100.0%	(1)
Personnel Costs	\$ 440,854	\$ 271,914	61.7%	
Operating Expenses	\$ 146,886	\$ 122,474	83.4%	(2)

Comments:

(1) Other Financing Sources - Includes \$1,300 carried over from 2018 for a donation made to the Veterans' Recognition Subcommittee and \$4,329 for 2019 wage increases.

(2) Operating Expenses - Primarily reflects audit fees paid (\$70,500) and annual dues paid to WCA (\$27,148) and NACo (\$1,960).

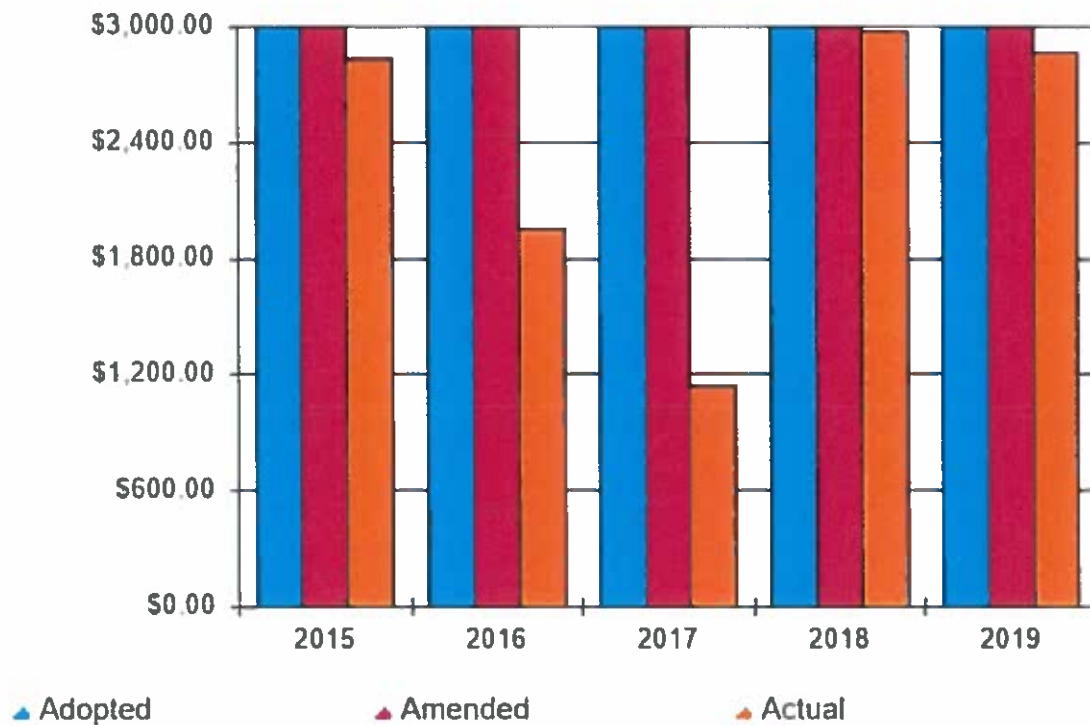
Board of Supervisors - August 31, 2019



5

Chart By Account **100.006.001.5340 (General Fund.Board Office.General.Travel and training)**Classification **Operating Expenses , Operation and maintenance**

5 Year Trend Analysis by Account



	2015	2016	2017	2018	2019
<input type="checkbox"/> Adopted	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
<input type="checkbox"/> Amended	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
<input type="checkbox"/> Actual	\$2,831.86	\$1,956.25	\$1,137.43	\$2,975.12	\$2,863.59

5

Brown County Board of Supervisors (Veterans' Recognition Subcommittee)

Internal Audit

Budget Status Report (Unaudited)

08/31/19

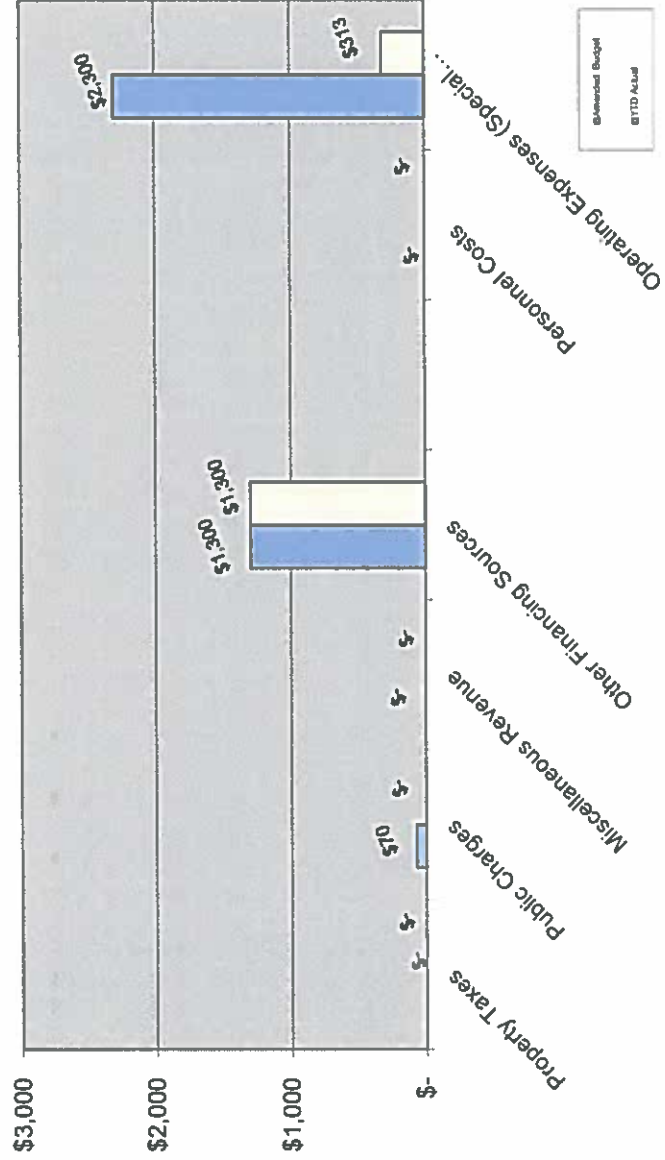
	Amended Budget	YTD Actual	YTD Percentage	Comments
Property Taxes	\$ - \$	-		
Public Charges	\$ 70 \$	-	0.0%	
Miscellaneous Revenue	\$ - \$	-	#DIV/0!	
Other Financing Sources	\$ 1,300 \$	1,300	100.0%	(1)
Personnel Costs	\$ - \$	-		
Operating Expenses (Special Events)	\$ 2,300 \$	313	13.6%	(2)

Comments:

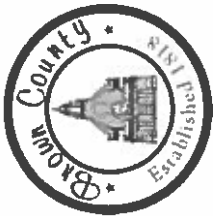
(1) Other Financing Sources - Includes \$1,300 carried over from 2018 for a donation made to the Veterans' Recognition Subcommittee.

(2) Operating Expenses (Special Events) - Includes funds carried over from 2018 (i.e., \$1,300 donation made to the Veterans' Recognition Subcommittee). YTD expenditures includes \$271.50 (dog tags) for recognition of veterans at the Brown County Fair.

Board of Supervisors
(Veterans' Recognition Subcommittee)
August 31, 2019



5



Board of Supervisors

Through 08/31/19
Prior Fiscal Year Activity Included
Summary Listing

Account Classification									
Fund 100 - General Fund									
REVENUE									
Property Taxes	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Public Charges	582,041.00	.00	582,041.00	48,503.42	.00	388,027.36	194,013.64	67	560,909.00
Miscellaneous Revenue	70.00	.00	70.00	.00	.00	.00	70.00	0	86.26
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	16.00
	.00	5,629.00	5,629.00	.00	.00	5,629.00	.00	100	20,654.00
REVENUE TOTALS	\$582,111.00	\$5,629.00	\$587,740.00	\$48,503.42	\$0.00	\$393,656.36	\$194,083.64	67%	\$581,665.26
EXPENSE									
Personnel Costs	436,525.00	4,329.00	440,854.00	32,421.69	.00	271,913.90	168,940.10	62	419,965.09
Operating Expenses	145,586.00	1,300.00	146,886.00	2,096.51	.00	122,474.02	24,411.98	83	136,710.71
EXPENSE TOTALS	\$582,111.00	\$5,629.00	\$587,740.00	\$34,518.20	\$0.00	\$394,387.92	\$193,352.08	67%	\$558,675.80
Fund 100 - General Fund Totals									
REVENUE TOTALS	582,111.00	5,629.00	587,740.00	48,503.42	.00	393,656.36	194,083.64	67%	581,665.26
EXPENSE TOTALS	582,111.00	5,629.00	587,740.00	34,518.20	.00	394,387.92	193,352.08	67%	558,675.80
Grand Totals	\$0.00	\$0.00	\$0.00	\$13,985.22	\$0.00	(\$731.56)	\$731.56		\$22,989.46
Grand Totals									
REVENUE TOTALS	582,111.00	5,629.00	587,740.00	48,503.42	.00	393,656.36	194,083.64	67%	581,665.26
EXPENSE TOTALS	582,111.00	5,629.00	587,740.00	34,518.20	.00	394,387.92	193,352.08	67%	558,675.80
Grand Totals	\$0.00	\$0.00	\$0.00	\$13,985.22	\$0.00	(\$731.56)	\$731.56		\$22,989.46

5

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
P. O. BOX 23600

GREEN BAY, WISCONSIN 54305-3600

Phone (920) 448-4014 Fax (920) 448-6221

E-mail: process_dj@co.brown.wi.us

DAN PROCESS
INTERNAL AUDITOR

Date: October 1, 2019

To: Executive Committee

From: Dan Process, Internal Auditor

Re: 2019 Audit Plan (Status Update)

Listed below is my work plan for 2019. Each project notes the department/area affected, activity/objective to be achieved, estimated time required to complete and estimated project duration. Please note that this plan is subject to change as a result of the audits/reviews being conducted or new or urgent issues that may occur during the year.

2019 Projects:

1. General County

- **Verify the accuracy of the County's internal list of bank accounts**
- Estimated Time: 1-2 months
- Duration: 2 months
 - A list of the County's internal bank accounts has been compiled. The next phase is to determine how to best confirm these accounts and how to identify any possible accounts not reflected on this list.

2. General County

- **Audit department(s) for compliance with the County's Monetary Receipts, Disbursements and Deposits Policy**
- Estimated Time: 2-3 months
- Duration: 12 months
 - Scheduled review of the Museum was put on hold due to staff availability. Anticipated completion date: November/December 2019.

3. General County

- **Research data mining opportunities within the County for potential audit review/testing**
- Estimated Time: On-going
- Duration: 12 months
 - On-going

4. County Board

- **Assist County Board Supervisors with review of the annual County budget**
- Estimated Time: 1-2 months
- Duration: 2 months
 - 2020 Board of Supervisors budget prepared and submitted.
 - 2020 budget analysis completed and distributed.

5. General County
 - **Coordinate review of RFP vendor appeals filed**
 - **Estimated Time:** Unknown (Dependent on the number of appeals received)
 - **Duration:** 12 months
 - **Issued:** Vendor Appeal – Request for Quote (RFQ) 2264 Waste Management and Recycle Disposal Services memo dated January 14, 2019.
6. General County
 - **Address internal control issues/concerns**
 - **Issued:** Health & Human Services (HHS) Expense Reimbursement Requests Review memo dated February 21, 2019.
 - **In-progress:** Position Budgeting Review
 - **Address tips received through the anonymous tip line (None)**
 - **Satisfy requirements associated with open records requests received (Requests Received: February 14, February 20 and June 24, 2019.)**
 - **Estimated Time:** Unknown (Dependent on the number of issues/concerns, tips and/or open records requests received)
 - **Duration:** 12 months
7. County Board
 - **Conduct special/research projects for County Board Supervisors at the direction of the County Board Chair and/or Executive Committee (None)**
 - **Estimated Time:** Unknown (Dependent on the number/type of projects assigned)
 - **Duration:** 12 months
8. County Board – Standard Monthly Responsibilities
 - **Provide monthly status updates (January thru September 2019)**
 - **Review of Clerk of Courts bank reconciliation (January thru August 2019)**
 - **Review of County wide financial statements (January thru August 2019)**
 - **Review of County Board financial statements and preparation of report for Executive Committee (January thru August 2019)**
 - **Distribute Committee Level Paid Bills Report (January thru August 2019)**
 - **Prepare and review report of County payments greater than \$5,000 (January thru August 2019)**
 - **Estimated Time:** 1 month
 - **Duration:** 12 months
9. County Board – Standard Quarterly Responsibilities
 - **Perform audit follow-up on prior recommendations and communicate status updates**
 - **Estimated Time:** 1 month
 - **Duration:** 12 months
 - **Pending Follow-Up:** Veterans' Emergency Assistance – Gift Cards
10. Other
 - **Issued:** 2018 Petty Cash & Cash on Hand Report 4th Quarter Review dated June 28, 2019.
 - **Issued:** Brown County Drug Abuse Resistance Education (D.A.R.E.) Program Checking Account Report dated July 31, 2019
 - **Worked with Child Support in identifying a potential process for increasing child support collections.**
 - **Benefits Advisory Committee Secretary (02/14/19, 03/14/19, 06/27/19, 07/26/19 and 09/12/19).**

19-073

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- | | |
|--|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include:
• Reallocation to another account strictly for tracking or accounting purposes
• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). | Admin Comm |
| <input checked="" type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| 9 Any allocation from the County's General Fund (<i>requires separate Resolution</i>)
<i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i> | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

- 1) Move 6,500 savings from Jail/911 Ceiling Tile Replacement to Jail/911 Carpet & Flooring Replacement. Both are sales tax projects.

Fiscal Impact*: \$0

**Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.*

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.001.6182.100	Construction General	6,500
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.001.6182.100	Construction General	6,500
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

<p><u><i>Paul [Signature]</i></u> Signature of Department Head</p> <p>Department: <u>Public Worker</u></p> <p>Date: <u>8/26/19</u></p>	<p><u><i>[Signature]</i></u> Signature of DOA or Executive</p> <p>Date: <u>9/3/19</u></p>
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8

19-074

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Oulay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). | Admin Comm |
| <input checked="" type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| 9 Any allocation from the County's General Fund (<i>requires separate Resolution</i>)
<i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i> | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

- 1) Move savings from HPOD Ceiling Mold Remediation (92,912 sales tax budget 29,048 non-sales tax budget) to the Duck Creek Fuel System Upgrade (also a sales tax project) as those bids have come in higher than the estimates used to budget this project.

Fiscal Impact*: \$0

*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.001.6182.100	Construction General – Sales Tax	92,912
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.001.6182.100	Construction General – Sales Tax	92,912
<input checked="" type="checkbox"/>	<input type="checkbox"/>	410.054.001.6182.100	Construction General – Non-Sales Tax	29,048
<input type="checkbox"/>	<input checked="" type="checkbox"/>	410.054.001.6182.100	Construction General – Non-Sales Tax	29,048
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

8/26/19

AUTHORIZATIONS

<p><u>Paul [Signature]</u> Signature of Department Head</p> <p>Department: <u>Public Works</u></p> <p>Date: <u>8/26/19</u></p>	<p><u>[Signature]</u> Signature of DOA or Executive</p> <p>Date: <u>8/29/19</u></p>
---	--

19-085

BUDGET ADJUSTMENT REQUESTCategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:
 • Reallocation to another account strictly for tracking or accounting purposes
 • Allocation of budgeted prior year grant not completed in the prior year Director of Admin
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). Admin Comm
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. Oversight Comm
2/3 County Board
- ☒ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
2/3 County Board
- ☐ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
2/3 County Board
- 9 Any allocation from the County's General Fund (*requires separate Resolution*)
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared. Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

This budget adjustment is to request funding for the Pamperin Park flood damage. The insurance deductible is \$250,000 since the park is in a flood plain. It is proposed that flood damage be paid for with the \$7,664 of unallocated environmental impact fees received in 2017 that remains in the General Revenues Fund, \$23,852 of environmental impact fees originally set aside for storm water management at the Brown County Research and Business Park, and a transfer from the General Fund that was originally approved for the Casualty Insurance Fund.

Fiscal Impact Parks*: \$401,748

*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.094.001.4950	Parks Insurance Recoveries	\$151,748
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.094.001.9002	Parks Transfer In	\$23,852
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.094.001.9004	Parks Intrafund Transfer In	\$7,664
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.094.001.9004	Parks Intrafund Transfer In	\$218,484
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.062.094.001.5390	Parks Miscellaneous Expense	\$401,748
<input checked="" type="checkbox"/>	<input type="checkbox"/>	460.066.065.9003	BC Research Park Transfer Out	\$23,852
<input type="checkbox"/>	<input checked="" type="checkbox"/>	460.066.065.5700	BC Research Park Contracted Svcs	\$23,852

AUTHORIZATIONS

Signature of Department Head: [Signature]
 Department: PARKS

Signature of Director or Executive: [Signature]
 Date: 10/2/19

10/2/19

Revised 12/3/18

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:
 • Reallocation to another account strictly for tracking or accounting purposes
 • Allocation of budgeted prior year grant not completed in the prior year Director of Admin
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts). Admin Comm
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation. Oversight Comm
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
2/3 County Board
- 9 Any allocation from the County's General Fund (*requires separate Resolution*)
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared. Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

Contract Change Approval: Stop Loss provider contract change to be awarded to H.C.C. Life Insurance Company (see attached) the county is estimating to save \$61,918 in premiums. There will be no offsetting decrease in revenues.

Fiscal Impact*: \$(61,918)


*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

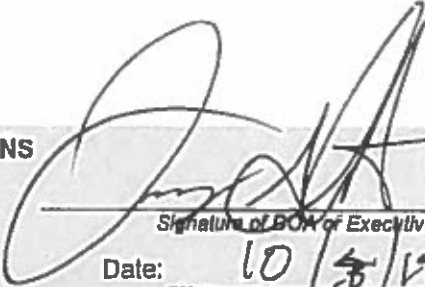
Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	<input checked="" type="checkbox"/>	750.064.033.5405.001	Stop loss premium Medical	\$61,918
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

DWD

10/3/19

AUTHORIZATIONS


 Signature of Department Head
 Department: _____
 Date: _____


 Signature of BOA or Executive
 Date: 10/3/19



TOKIOMARINE
HCC

Medical Stop Loss Proposal For Brown County (WI)

**Presented by
Centerstone Ins & Fin Services, Inc dba BenefitMall**

**Underwritten by
Ryan Green**

**Carrier
HCC Life Insurance Company**

**Tokio Marine HCC - Stop Loss Group
7950 Legacy Drive, Suite 600
Plano, TX 75024
(214) 387-5400**

Visit us online at www.tmhcc.com



**TOKIOMARINE
HCC**

Tokio Marine HCC - Stop Loss Group
7950 Legacy Drive, Plano, TX 75024
Telephone (214) 387-5400 Facsimile (214) 387-5448

Underwriter **Green, Ryan**
Group **Brown County (WI)**
Carrier **HCC Life Insurance Company**

Proposal **09/26/2019** Proposal No **2**
Effective Date **01/01/2020** Valid Thru Date **01/10/2020**
Expiration Date **12/31/2020**

INDIVIDUAL STOP LOSS COVERAGE

		Option 1	Option 2	Option 3
Coverages		Medical, Rx Card	Medical, Rx Card	Medical, Rx Card
Contract Type		12/18	12/18	12/18
Annual Specific Deductible per Individual		400,000	415,000	430,000
Contract Advantage Plan		Included	Included	Included
Lifetime Reimbursement	Unlimited			
Maximum Contract Period Reimbursement		Unlimited	Unlimited	Unlimited
Inpatient Mental & Nervous	365 Days			
Quoted Rate Per Month	<u>Enrollment</u>			
Single	467	11.08	10.43	9.82
Family	765	45.20	42.88	40.62
Composite	1232	32.28	30.56	28.95
Estimated Annual Premium		477,028	451,905	427,923
Quoted Rate(s) includes Commissions of		0.00%	0.00%	0.00%

OVERALL COST SUMMARY

	Option 1	Option 2	Option 3
Total Annual Fixed Costs	477,028	451,805	427,823
Maximum Annual Liability	477,028	451,805	427,923

PROPOSAL QUALIFICATIONS AND CONTINGENCIES

Quoted terms and conditions are subject to possible revision based upon receipt and review of the following items:

- Paid claims experience to the effective date including monthly enrollment figures.
- Updated shock loss information to the date HCC Life Insurance Company has been notified that the proposal has been accepted by the group. Shock loss information should include injuries, illnesses, diseases, diagnoses, or other losses of the type, which are reasonably likely to result in a significant medical expense claim or disability, regardless of current claim dollar amount. In addition, shock loss information should include any claimant that has incurred claim dollars in excess of \$ 200,000, regardless of diagnosis. Information is also needed on any claims processed and unpaid, pending or denied for any reason. Please refer to our Trigger Diagnosis Disclosure List, which provides examples of some, but not all, types of shock losses.
- We will accept final shock loss disclosure no earlier than 30 days prior to the effective date.
- Please see the attached exhibit for plan document assumptions and requirements.
- Should a large claim(s) (non-reoccurring and/or ongoing) become known and the initial date of service is prior to the date of written acceptance by HCC Life Insurance Company, we reserve the right to re-underwrite the case.
- In the event there is a greater than 10% change in enrollment between the submitted initial enrollment data and the final enrollment data, rates and factors may be recalculated.
- Minimum participation level of 75% of all eligible employees is required.
- Our proposal includes Simultaneous Funding on Specific reimbursements.
- Rates and Factors are calculated with the plan anniversary date and the Policy effective date as the same date. Should the plan anniversary date and the stop loss policy effective date be different we reserve the right to modify our rates, factors and terms of coverage to accommodate for additional liabilities incurred by the plan due to state and/or federal mandates during the stop loss contract period.
- Quote rated with retirees not covered. Quote rated with no COBRAs being covered based on the census information provided.
- Contract Advantage Plan - 6% has been added to the indicated specific rates for a no new laser guarantee renewal rating action of no more than 50%, regardless of the ongoing claim liability at renewal.
- Quote Rated with the following UR Vendors: UMR Care Management, .
- Quote Rated with the following Cost Containment Program(s): UnitedHealthcare ChoicePlus.
- INCUMBENT ADMINISTRATORS ONLY In Lieu of Disclosure Statement, UMR, Inc. approved reports SLAM Report (Stop Loss Activity Management) , UM Cases Open or Closed Within Specified Timeframe, SLAM Report (Stop Loss Activity Management), SLAM Report (Stop Loss Activity Management), SLAM Report (Stop Loss Activity Management), Monthly Aggregate Stop Loss Result will be accepted as disclosure.
- Claim disclosure information provided to date for this account has been reviewed and no further information is needed. Rates effective 01/01/2020 are firm and final if acceptance by 10/04/2019. If acceptance is not provided by this date, updated disclosure information will be needed to finalize.
- Disclosure statements to be completed within 7 days of acceptance.

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PROPOSAL QUALIFICATIONS AND CONTINGENCIES

Initial the selected proposal option

	Option 1	Option 2	Option 3
Specific			
Aggregate	N/A	N/A	N/A

The Premium and Aggregate Deductibles are based on the data submitted. Any inaccurate or incomplete data submitted may require changes at final underwriting. We will not be bound by any typographical errors or omissions contained herein.

Date _____ By _____
Agent of Record or Administrator

This proposal expires if applications are not requested before the valid through date.

Plan Document Assumptions

This proposal for stop loss coverage assumes the Plan Sponsor's plan document includes certain standard clauses, exclusions and limitations. These exclusions and limitations include, but are not limited to the following:

1. **Eligibility, Effective Date, and Enrollment Date** provisions, which include definitions of eligible employees (including definitions of full-time and part-time), dependents, and retirees, if applicable.
2. **Termination Provisions** which clearly define when eligibility and benefits cease. The Termination Provisions should include specific wording regarding extension of coverage (also known as "extension of active service") during a period of inactive service due to disability, layoff or leave of absence. The plan should include COBRA wording consistent with federal requirements.
3. **Transplant benefit** wording that identifies any benefits applicable to the donor (particularly the non-participating donor), the recipient, organ procurement, and any covered transportation, lodging and companion charges.
4. The Plan is expected to contain provisions that preserve its ability to seek a right of recovery, to recover funds via subrogation, to enforce coordination of benefit clauses with other plans and where able, to be secondary to Medicare and other public programs (subject to the Plan's compliance with Medicare Secondary Payer rules).
5. **Exclude expenses** resulting from losses which are due to any act of war, whether declared or not.
6. **Exclude expenses** for any injury or illness arising out of or in the course of any occupation or employment for wage or profit.
7. **Exclude expenses** related to Alternative Treatment, except when deemed both medically necessary and cost effective when compared to a normal course of treatment.
8. All HCC Life policies contain an Experimental and Investigative definition and exclusion along with coverage requirements for clinical trials that complies with the Affordable Care Act (ACA).

October 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE DISTRICT ATTORNEY'S OFFICE
VICTIM/WITNESS ASSISTANT PROGRAM SPECIALIST POSITIONS**

WHEREAS, the high volume of criminal cases, coupled with a shortage of prosecutors and victim witness staff, make it difficult to keep up with even minimum statutory requirements and the District Attorney's Office ("Department") has applied for and received funding through the Victims of Crime Act Grant; and

WHEREAS, adding three additional positions in the victim witness area would assist with providing direct service as required by statute, and would help the Department comply with meeting statutory requirements; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the addition of three (3.00) FTE Victim Witness Assistant Program Specialist (Grant) positions in pay grade G of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the Department's table of organization are hereby approved, as further described in the Budget Impact section of this Resolution: The addition of three (3.00) FTE Victim Witness Assistant Program Specialist (Grant) positions in pay grade G of the Classification and Compensation Plan; and

BE IT FURTHER RESOLVED that, should funding for these positions end, said positions will end and will be eliminated from the Department's table of organization.

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Budget Impact: District Attorney's Office

Annual Budget Impact (2020)	FTE	Addition/ Deletion	Salary	Fringe	Total
Victim/Witness Asst Program Specialist (Grant) \$21.98/hr Position # 103.790.024; 104.790.024; 105.790.024 Hours: 2,096 each	3.0	Addition	\$138,210	\$64,272	\$202,482
Add TS Equipment (Phones)					\$900
Victims of Crime Act Grant Funding					(\$139,938)
Ch. 950 State of WI Reimbursement					(\$63,444)
Annual Budget Impact					\$0

Partial Budget Impact (11-1-19 to 12-31-19)	FTE	Addition/ Deletion	Salary	Fringe	Total
Victim/Witness Asst Program Specialist (Grant) \$21.98/hr Position # # 103.790.024; 104.790.024; 105.790.024 Hours: 2,088 each	3.0	Addition	\$23,035	\$10,490	\$33,525
Add TS Equipment (Phones)					\$150
Victims of Crime Act Grant Funding					(\$23,170)
Ch. 950 State of WI Reimbursement					(\$10,505)
Partial Budget Impact					\$0

Fiscal Note: This resolution does not require an appropriation from the General Fund. The increase is offset by funding from Victims of Crime Act Grant and Ch. 950 State of Wisconsin Reimbursement.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-077R

Authored by District Attorney's Office

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

DISTRICT ATTORNEY'S OFFICE

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 9-6-19
REQUEST TO: Public Safety, Executive, and County Board
MEETING DATE: 10-2-19; 10-7-19; 10-16-19
REQUEST FROM: David Lasee
District Attorney
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE DISTRICT ATTORNEY'S OFFICE – VICTIM/WITNESS ASST PROGRAM SPECIALIST POSITIONS

ISSUE/BACKGROUND INFORMATION:

The District Attorney's Office received a grant to add more staff to the victim witness program to assist clients and meet mandatory requirements.

ACTION REQUESTED:

Add 3.0 Victim/Witness Assistant Program Specialist (Grant) positions.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded? Victims of Crime Act Grant funding and Ch. 950 State of WI Reimbursement
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 16, 2019

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE
FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT–COMMUNITY
SERVICES DIVISION - YOUTH SUPPORT SPECIALIST**

WHEREAS, there is currently a (0.40) Youth Support Specialist position that is vacant in the Health and Human Services Department–Community Services Division’s (“Department”) table of organization; and

WHEREAS, the position is difficult to fill currently since it requires coverage for every weekend, and it is desired to instead split the position into two positions which would then allow for two individuals to each work every other weekend; and

WHEREAS, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of one (0.40) FTE Youth Support Specialist position in pay grade F of the Classification and Compensation Plan; and the addition of two (0.20) Youth Support Specialist positions in pay grade F of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, that the following changes to the Department’s table of organization are hereby approved, as described in the Budget Impact section of this Resolution and as follows: The deletion of one (0.40) FTE Youth Support Specialist position in pay grade F of the Classification and Compensation Plan; and the addition of two (0.20) Youth Support Specialist positions in pay grade F of the Classification and Compensation Plan.

Budget Impact: Health & Human Services-Community Services

Annual Budget Impact (2020)	FTE	Addition/ Deletion	Salary	Fringe	Total
Youth Support Specialist \$20.35/hr Position # 111.650.076 Hours: 832	0.4	Deletion	(\$16,931)	(\$1,632)	(\$18,563)
Youth Support Specialist \$19.90/hr Position # 111.650.076 Hours: 416	0.2	Addition	\$8,278	\$798	\$9,076
Youth Support Specialist \$19.90/hr Position # TBD Hours: 416	0.2	Addition	\$8,278	\$798	\$9,076
Annual Budget Impact					(\$411)

Partial Budget Impact (11-1-19 to 12-31-19)	FTE	Addition/ Deletion	Salary	Fringe	Total
Youth Support Specialist \$20.35/hr Position # 111.650.076 Hours: 832	0.4	Deletion	(\$2,822)	(\$272)	(\$3,094)
Youth Support Specialist \$19.90/hr Position # 111.650.076 Hours: 416	0.2	Addition	\$1,380	\$133	\$1,513
Youth Support Specialist \$19.90/hr Position # TBD Hours: 416	0.2	Addition	\$1,380	\$133	\$1,513
Partial Budget Impact					(\$68)

Fiscal Note: This resolution does not require an appropriation from the General Fund. The proposed resolution should result in a personnel savings.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

19-121R

Authored by Health and Human Services Department

Approved by Corporation Counsel's Office

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEEST	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 9-13-19
REQUEST TO: Human Services, Executive, and County Board
MEETING DATE: 9-25-19; 10-7-19; 10-16-19
REQUEST FROM: Erik Pritzl
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT- COMMUNITY SERVICES DIVISION YOUTH SUPPORT SPECIALIST

ISSUE/BACKGROUND INFORMATION:

The Department is requesting to move the .4 shelter care position (weekends) to two .2 positions as it has been difficult to retain staff in this position, having to work every weekend. It is easier to have staff work every other weekend. These positions are staffed with people who have full time jobs during the week, usually teachers.

ACTION REQUESTED:

Delete the .4 FTE Youth Support Specialist position and create two (2) .2 Youth Support Specialist positions.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

October 16, 2019

**AN ORDINANCE TO CREATE CHAPTER 44 OF THE BROWN COUNTY CODE OF
ORDINANCES ENTITLED "LOBBYIST REQUIREMENTS"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 Chapter 44 entitled "Lobbyist Requirements" is created to read:

**CHAPTER 44
LOBBYIST REQUIREMENTS.**

44.01 PURPOSE. In order to promote openness and transparency in the legislative and administrative processes of Brown County Government, this Ordinance provides requirements for persons or entities to engage in **immediately prior to** lobbying Brown County Elected or Appointed Officials, Boards and/or Committees, and applies to any person or entity that is registered as a lobbyist with: 1) the State of Wisconsin, per *Wisconsin Statutes, Chapter 13*, as it exists now and as it may be amended; and/or 2) any other municipality in Brown County.

44.02 DEFINITIONS. For the purposes of this Chapter, lobbying is defined as follows:

(1) "Lobbying" means the act of attempting to influence legislative or administrative action, or inaction, by engaging in oral or written communication with any Brown County Elected or Appointed Official, Board and/or Committee.

44.03 REQUIRED ACTS. (1) **Immediately prior to** any person or entity that is registered as a lobbyist with: 1) the State of Wisconsin per *Wisconsin Statutes, Chapter 13*; and/or 2) any other municipality in Brown County, engaging in lobbying with any Brown County Elected or Appointed Official, Board and/or Committee, said person or entity shall identify themselves to said Brown County Elected or Appointed Official, Board and/or Committee as being a registered lobbyist, and shall state the issue and organization they are lobbying on behalf of. Any such registered lobbyist shall identify themselves as such prior to addressing the County Board during Public Comment by checking the 'Registered Lobbyist' box on the form available and required to be filled out **prior to** providing Public Comment at any County Board Meeting.

44.04 PENALTIES. (1) Each time a person or entity commits a violation of Section 44.03, above, it shall be considered a separate violation.

(2) Any person or entity who violates Section 44.03, above, shall receive a warning for their first violation, and shall forfeit \$100.00 for each subsequent violation received after being so warned.

44.05 ENFORCEMENT. (1) Alleged violations of Section 44.03, above, along with supporting evidence of such violations, shall be reported and submitted to the Brown County Corporation Counsel Office, which is charged with enforcing this Ordinance.

Respectfully submitted,

EXECUTIVE COMMITTEE

14

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

19-0560

Authored by: Corporation Counsel at the direction of the Executive Committee

Approved by: Corporation Counsel

Fiscal Note: This ordinance does not require an appropriation from the General Fund. Funds are available within the Corporation Counsel's budget to cover the enforcement costs.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
STIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISOR	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
BALLARD	15				
KASTER	16				
VAN DYCK	17				
LINSEN	18				
KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
VACANT	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10-03-2019
REQUEST TO: Executive and County Board
MEETING DATE: 10-07-2019, and 10-16-2019, respectively
REQUEST FROM: Dave Hemery
Corp Counsel
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☒ New ordinance ☐ Revision to ordinance

TITLE: AN ORDINANCE TO CREATE CHAPTER 44 OF THE BROWN COUNTY CODE OF ORDINANCES
ENTITLED "LOBBYIST REQUIREMENTS"

ISSUE/BACKGROUND INFORMATION:

Establish requirements for lobbyists to engage in before lobbying Brown County Elected Officials, Committees and/or Boards.

ACTION REQUESTED:

To approve.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? 0.
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

AN ORDINANCE TO AMEND SUBSECTION 2.04(2)(A) OF CHAPTER 2
OF THE BROWN COUNTY CODE OF ORDINANCES
(STANDING COMMITTEE CONSECUTIVE TERM LIMITS)

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Subsection 2.04(2)(a) of Chapter 2 is hereby amended follows:

(2) Powers and Duties of the Chair. The Chair:

(a) After ~~the~~ his/her election, shall appoint the standing committees for a term of two years and report the appointments to the Board no later than the next regular meeting of the Board. With the exception of the Executive Committee where the County Board Chair and Vice-Chair are automatically members, no County Board Supervisor may serve more than three consecutive two-year terms on any specific standing committee, beginning with two-year terms that started in 2018 and going forward.

Section 2 - This ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

19-1240

Authored by: Corporation Counsel at the request of the Executive Committee

Approved by: Corporation Counsel

Fiscal Note: This amendment does not require an appropriation from the General Fund.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
SIEBER	1				
DE WANE	2				
NICHOLSON	3				
HOYER	4				
GRUSZYNSKI	5				
LEFEBVRE	6				
ERICKSON	7				
BORCHARDT	8				
EVANS	9				
VANDER LEESE	10				
BUCKLEY	11				
LANDWEHR	12				
DANTINNE, JR	13				

SUPERVISORS	DIST. #	AYES	NAYS	ABSTAIN	EXCUSED
BRUSKY	14				
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KNEISZEL	19				
DESLAURIERS	20				
TRAN	21				
MOYNIHAN, JR.	22				
SUENNEN	23				
SCHADEWALD	24				
LUND	25				
DENEYS	26				

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

CORPORATION COUNSEL

Brown County

305 EAST WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery
Corporation Counsel

PHONE: (920) 448-4006
FAX: (920) 448-4003
EMAIL: David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 10-03-2019
REQUEST TO: Executive Committee and Co Board
MEETING DATE: 10-07-2019 and 10-16-2019, respectively
REQUEST FROM: Dave Hemery
Corp Counsel per Executive Committee Request
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND SUBSECTION 2.04(2)(A) OF CHAPTER 2
OF THE BROWN COUNTY CODE OF ORDINANCES
(STANDING COMMITTEE CONSECUTIVE TERM LIMITS)

ISSUE/BACKGROUND INFORMATION:

To establish term limits for standing committees other than the Executive Committee.

ACTION REQUESTED:

Consideration and action.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? 0.
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
 - a. If yes, in which account?
 - b. If no, how will the impact be funded?
 - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

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